

# TOWN OF SALISBURY

## Budget Committee Business Meeting Summary

December 14, 2015

Steve Wheeler, Chair	Present	Salvatore Morgani	Present
Marcia Murphy, Vice Chair	Present	Sandy Miller	Present
Karen Sheldon	Absent	Ralph Downes	Present
Ed Sawyer	Present	Ken Ross-Raymond, BOS Ex-Officio	Present
Sara (Sally) Jones	Present	Margaret Warren, Town Administrator	Absent
Bill MacDuffie, Sr.	Present	April Rollins, Municipal Secretary	Present

**Other Selectmen Present:** Pete Ballou

**Department Heads Present:** Gayle Landry, Kathleen Downes and Gail Henry.

**General Public Present:** None.

Chair Wheeler opened the meeting of the Budget Committee at 7:00 p.m. and asked that Marcia Murphy chair the meeting because he has accepted the position of the Operations Manager at the Transfer Station and it is against State law for him to be a part of the Budget Committee as a department head (RSA 32:15 V). Chair Wheeler stated he has a great 3 years on the committee and noted his term will expire in March of 2016. MS Rollins noted Sandy Miller's & Ralph Downes' terms also expire in 2016. Ed Sawyer made a **motion** to appoint Marcia Murphy the new Chairman. Bill MacDuffie **seconded** the motion and the **motion passed unanimously**. Sandy Miller made a **motion** to appoint Ralph Downes to Vice Chair. Bill MacDuffie **seconded** the motion and the **motion passed unanimously**.

**Review and approve the draft meeting minutes of November 9, 2015** – Sally Jones made a **motion** to approve the draft meeting minutes of November 9, 2015 without correction. Ralph Downes **seconded** the motion. The **motion passed unanimously**.

**Update on Town Issues – Selectman Ken Ross-Raymond** – Selectman Ross-Raymond provided the committee with a hand out of the Town's employee's current salaries & hourly wages. Selectman Ross-Raymond stated Volunteer Appreciation Night is being held on December 16, 2015 @ 5:30 p.m. at the Academy Hall. Selectman Ross-Raymond explained that the Selectmen were invited to a School Board meeting and they are proposing a 1.5% increase to the school's budget with a 3.1% increase to the District Assessment. Selectman Ross-Raymond stated most of the increase are due to health insurance and benefits, which they will be looking at because there are penalties for insurance plans that are considered to be "cadillac" plans. Selectman Ross-Raymond noted he was told the Town would not be paying the penalty.

### **Review of 2016 Budget & Revenue Figures with Department Heads**

**4550 – Library** – Gail Henry provided a handout to the committee that broke out the operations & salaries for the Library and stated out of 30 Libraries throughout the State with similar populations, their average budget appropriation is \$52K. The overall increase for the operating portion of the budget is \$440 dollars, making the 2016 total \$10,262 dollars. Gail Henry explained that the Director almost has her Master's degree, so she will be able to write her own ticket soon and god forbid the Town needing to advertise for the position. Gail Henry explained the Director will go from \$16 dollars an hour to \$18 dollars an hour but the hours would remain the same, so it is an increase of \$1,872 dollars. Aide #1 will receive a fifty (\$0.50) cent an hour raise with the hours to remain the

same, which will be an increase of \$234 dollars. Aide #2 will receive a fifty (\$0.50) cent an hour raise to \$10 dollars with the daytime hours to be increased from 208 hour to 416 hours (including Saturdays), which is an increase of \$2,158 dollars. Aide #3 will remain the same at \$10.50 an hour at 52 hours. The total increase being proposed is \$4,264 dollars. Gail Henry stated the insurance was miscalculated last year and they will be saving \$1,782.36 dollars this year. Gail Henry noted that after she attended the Workplace Violence training, there is a need to review the Library's escape plans and there is a lock that needs to be fixed. Gail Henry asked if the panic buttons had been tested. AA Downes replied she believes all of the panic buttons have been tested but would check with TA Warren. Gail Henry stated they are also looking at double coverage, so no one works alone. Selectman Ross-Raymond replied the BOS are discussing having someone come in to make safety suggestions. There was a brief discussion regarding donations being applied to expenses as needed. Sandy Miller made a **motion** to accept this budget at \$39,313 dollars for the purposes of discussion. Sal Morgani **seconded** the motion and the **motion passed unanimously**.

**4210 – Police** – Selectman Ross-Raymond explained there is not revenue report or warrant article, both will be made available at the January budget meeting. Selectman Ross-Raymond stated he was contacted by the State Police regarding pistol permits. The Town is currently being billed \$37 an hour for background checks. Selectman Ross-Raymond stated line item #50 is being reduced by \$2,500 dollars which will be applied to the purchase of new defibrillators (\$30K) with other warrant articles to appropriate the funds for the air tanks. Sandy Miller asked if there were any grants that could be applied for and Selectman Ross-Raymond replied we are looking in to potential grants. Sandy Miller made a **motion** to accept this budget at \$7,000 dollars (overall decrease of \$5,000 dollars) for the purposes of discussion. Bill MacDuffie **seconded** the motion and the **motion passed unanimously**.

**4312 - Highway** - Road Agent, Bill MacDuffie recused himself as a committee member and provided them with a handout of summer & winter maintenance costs, plus highway projects. RA MacDuffie reported that funds were left over from last year's paving project, so \$46,500 dollars will be encumbered for a section of West Salisbury Road & Bay Road. The total highway budget has been decreased by \$22K. Sal Morgani made a **motion** to accept this budget at \$268,945 dollars for the purposes of discussion. Ed Sawyer **seconded** the motion and the **motion passed unanimously**.

**4910 - Highway Projects** - Sandy Miller made a **motion** to accept this budget at \$130,000 dollars for the purposes of discussion. Ed Sawyer **seconded** the motion and the **motion passed unanimously**.

**4323 - Recycling** - Manager, Steve Wheeler reported a small increase, the paper vendor went out of business because they were not charging a fee and went bankrupt. Vice Chair Downes made a **motion** to accept this budget at \$9,760 dollars for the purposes of discussion. Ed Sawyer **seconded** the motion and the **motion passed unanimously**.

**4324 - Transfer Station** - Manager, Steve Wheeler explained the tipping fee is at \$66 dollars per ton which was an estimate and now has been confirmed. Manager, Steve Wheeler reported a piece of equipment (backhoe) was purchased as an investment and they have assumed the costs of gasoline & tires, plus some kind of service maintenance. Chair Murphy asked where the funds were coming from to purchase the backhoe. AA Downes replied some came out of Capital Reserve and TA Warren would have a definite answer by January. Bill MacDuffie made a **motion** to accept this budget at \$73,644 dollars for the purposes of discussion. Sal Morgani **seconded** the motion and the **motion passed unanimously**.

**Other Business** – Vice Chair Downes made a **motion** to advertise for a member of the Budget Committee through March of 2016. Sandy Miller **seconded** the motion and the **motion passed unanimously**. AA Downes offered to create the posting and advertise.

**Adjournment** - Ed Sawyer made a **motion** to adjourn the Budget Committee meeting at 7:43 p.m. Sally Jones **seconded** the motion. The **motion passed unanimously**.

Respectfully submitted,  
April Rollins, Municipal Secretary